



COUNTY OF LOS ANGELES  
DEPARTMENT  
OF BEACHES AND HARBORS



BEACH USE PERMITS ARE REQUIRED UNDER THE FOLLOWING  
CONDITIONS:

- A) Groups of 100 or more using a Park Grounds or Picnic Shelter A permit  
(no more than 200 persons per event from May 1 through September 30,  
300 person max thereafter)
- B) Groups requesting to use canopies larger than 10x10 (may require Fire  
Marshal and or Building and Safety permit)
  - County of Los Angeles Fire Marshal / Marina del Rey  
864N. San Vicente  
North Hollywood, CA. 90069-4007  
310-358-2380
  - Los Angeles County Building & Safety  
Lomita District Office  
24320 S. Narbonne Ave.  
Lomita, CA. 90717  
310-534-3760
- C) Events with commercial activity, e.g. catering, clown, DJ, etc.
- D) Groups serving alcohol (event must be catered by a bona fide company,  
provide an additional 1 million dollar host liquor liability insurance  
certificate, provide one security guard for every fifty persons of drinking  
age, other restrictions may apply)
- E) There may be other circumstances not mentioned on this sheet that may  
constitute necessitating a permit.

GENERAL INFORMATION

- RESERVATIONS  
Must contact Department of Beaches & Harbors to schedule date and location of  
event. Applications must be submitted a minimum of two weeks in advance.  
Depending on the type/size of event, a detailed proposal may be required.  
Applications may be faxed to 310-821-3609 or mailed to: Burton Chace Park,  
13837 Fiji Way, Marina del Rey, CA. 90292.

- FEES

After approval of reservation a security deposit or entire fees must be submitted within 5 business days. All fees must be paid two weeks prior to event date. If the appropriate fees are not received accordingly, the reservation will automatically be cancelled. Checks or money orders need to be made payable to: Los Angeles County Department of Beaches and Harbors.

- SECURITY DEPOSIT

Determined by the size and type of event.

Permittee will be notified of amount during the application processing period.

- POWER

No electrical hook-ups available.

Permittee must supply their own power.

- PARKING (only parking lot under County control)

For information regarding parking lot use contact Parking Concepts, Inc.  
310-821-1081.



Receipt #

**County of Los Angeles  
Department of Beaches and Harbors  
Beach/Harbor Use Permit  
13837 Fiji Way, Marina del Rey CA 90292**

**Type of Program**

- ☐ Commercial/Promotional  
☐ Special Event  
☐ Charitable Fund Raising  
☐ Community Service  
☐ Department Event  
☐ Shuttle Service

Organization Name or

Permittee Name: \_\_\_\_\_

Permittee Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Beach/Harbor Area: \_\_\_\_\_ Location: \_\_\_\_\_

Event Date & Time: \_\_\_\_\_

Setup Date & Time: \_\_\_\_\_

Tear Down Date & Time: \_\_\_\_\_

Program Description: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Comments:

**Fees**

Permit Fee	\$ _____	Picnic Shelter "A"	\$ _____
Gross Receipts	\$ _____	Community Room	\$ _____
Security Deposit	\$ _____	Other Fee	\$ _____
County Insurance	\$ _____	Alcohol Permit	\$ _____
Park Grounds Fee	\$ _____		
		<b>Total \$</b>	_____

**Parking Fees: Pay Per Entry As Posted**  
**Permit Fees Do Not Include Parking**

**Acceptance**

The permit is accepted on the terms set forth in this permit form:

\_\_\_\_\_  
Signature of Permittee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director or Authorized Representative

\_\_\_\_\_  
Date



**SPONSORSHIP: NO AUTOMOBILE,  
BOTTLED WATER OR CARBONATED  
BEVERAGE SPONSORS**

List all sponsors and sponsorship fees on Addendum A.

**RIGHT TO AUDIT**

All accounting records shall be open for inspection at any reasonable time during the term of this permit and 5 years thereafter. County may audit the records of the Permittee to verify the accuracy thereof.

**INSURANCE REQUIREMENT**

Without limiting Permittee's indemnification of County and other named permitors, permittee shall provide and maintain at its own expense during the term of this permit the following policy or policies of insurance covering its operations hereunder. Such insurance shall be secured through a carrier satisfactory to the County Risk Manager and **MUST NAME THE COUNTY OF LOS ANGELES AS AN ADDITIONAL INSURED.** Evidence of such insurance satisfactory to the Risk Manager shall be delivered to the Department of Beaches and Harbors before the date of this permit. Such evidence shall specifically identify this permit and shall contain expressed conditions that the County is to be given written notice at least thirty (30) days in advance of any modification or termination of policy of insurance.

**COMPREHENSIVE GENERAL LIABILITY**

A. Certificate of general comprehensive liability insurance in the amount of \$1,000,000 **NAMING THE COUNTY OF LOS ANGELES AS AN ADDITIONAL INSURED WITH A \$2,000,000 AGGREGATE. AN ORIGINAL INSURANCE CERTIFICATE IS REQUIRED.**

**OR**

B. Participation in the County's Special Event Liability Insurance Program (SELIP) in the amount of \$1,000,000 through the payment of an insurance premium fee based on the event risk category and attendance.

**WORKER'S COMPENSATION**

Permittee shall cover its employees with Worker's Compensation insurance in an amount and form to meet all applicable requirements of the Labor Code of the State

of California and which specifically covers the persons and risks involved in this permit.

**INDEMNIFICATION**

Permittee agrees to indemnify, defend and hold harmless the County of Los Angeles and any other agencies designated as permitor, their agents, officers, employees, and contractors from and against any and all liability, expense, including those arising from the conditions of the County-owned, occupied, or operated facilities or property; such claims may include, but shall not be limited to those alleging bodily injury, death, personal injury, or property damage arising from the operation, acts or omissions of permittee, its contractors, licensees, agents, servants, or employees hereunder. Permittee further agrees to indemnify, defend, and hold harmless County and any other named permitors from any and all Worker's Compensation suits, liability, or expense arising from or connected with any services for or on behalf of permittee by any persons pursuant to this permit.

**RELEASE**

In addition to the indemnification described above, Permittee agrees to require each participant in any athletic event undertaken in connection with this permit, to execute a written "Release of Liability" form. Permittee further agrees to retain each release form for a period of not less than one year after the event.

**AUTHORITY**

Permission is granted pursuant to the authority conferred by the Board Of Supervisors under the Provisions of Section 2.116.020 of the Los Angeles County Code.

**LAWS AND REGULATIONS**

The permittee is required to ensure that participants and spectators of the event abide by the rules and regulations contained in the Los Angeles County Beach Code and all other applicable local, state, and federal laws. Permittee shall obtain any additional necessary permits to stage this event.

**PARKING**

Certain events may require additional parking lot staffing. If so, Permittee will incur additional personnel costs.



**NON-DISCRIMINATION**

The permittee certifies and agrees that during the term of this permit they will not exclude any qualified person from being an employee, a sub-contractor, a vendor, a participant, a spectator, or a guest, or otherwise subject anyone to discrimination because of the person's race, color, religion, national origin, sex, age or handicap.

**COMMERCIAL ACTIVITIES**

There will be no commercial activities or sales on the premises in connection with this event without prior written permission of the County.

**AUTHORITY TO STOP/CANCEL**

In the event that an authorized representative of the County finds that the activities being conducted by the permittee unnecessarily endangers the health or safety of any person or that said activities are or will cause damage to real or personal property, said representative, at his sole discretion, may suspend or cancel this permit. The County reserves the right to cancel this permit at any time without incurring any liability to the permittee whatsoever.

**SIGNS**

Any signs intended to be placed in the area must be approved by the Department before being posted, and all signs must be removed at the expiration of the permit.

**SOUND**

Amplified sound and music for event activities may not be utilized prior to 10:00 a.m. Amplified sound for event activities must cease by 9:00 p.m. Sound shall not exceed such levels as may be prescribed by law and/or the County.

**NO LIVE AMPLIFIED BANDS.****FIREWORKS**

FIREWORKS ARE PROHIBITED.

**MAINTENANCE**

Permittee is to maintain event area clean of trash. Permittee is required to move event-generated trash and place in the trash receptacles.

**WATER EVENTS**

Permittee agrees that permission to commence with any in-the-water event is contingent upon approval of this permit by the Los Angeles County Fire Department/Lifeguard Division or Harbor Master within Marina del Rey. Permittee may incur additional personnel costs due to their water activities.

**PREMISE CONDITION**

The County does not assume any expressed or implied obligations on behalf of the County with respect to a duty to provide extraordinary maintenance and repairs to the area by reason of the occupancy. Therefore, the permittee must accept the area in its present condition, assume any and all legal duties arising out of this occupancy, and waive any and all legal rights to have such duties performed by the County.

**OCCUPANCY**

Permission is intended to create only a personal unassigned right of occupancy without conveyance of an estate or interest in the real property, and is granted to the permittee in permittee's capacity as an independent contractor occupying the real property for personal use of permittee in engaging in an activity in which the County has no interest or participation other than as the owner and/or property manager of the area to be occupied. Occupancy is restricted to the area designated in area to be occupied. Permittee assumes complete responsibility for securing, preparing and policing (including the placing of all refuse in proper trash receptacles) said area as needed to protect the safety of the beachgoing public and/or participants in said events.

**ENTIRE CONTRACT**

ALL THE TERMS OF THE CONTRACT RELATING TO YOUR OCCUPANCY OF THE AREA ARE SET FORTH IN THIS FORM AND YOU SHOULD NOT RELY ON ANY OTHER TERMS, PROMISES OR REPRESENTATIONS OTHER THAN THOSE CONTAINED IN THIS DOCUMENT.



**County of Los Angeles  
Department of Beaches and Harbors  
Special Event Permit Addendum**

**EVENT SPONSORSHIP**

Will your event have sponsorship? ☐ Yes ☐ No

*If Yes, must report on Addendum A form.*

Will sponsor's name appear on signage? ☐ Yes ☐ No

What type of signage are you proposing to have at your event? How will it be secured, and where will it be placed?

**Note: Automobile, bottled water and carbonated beverage signage is prohibited.**

**PUBLICITY/FILMING**

How will event be publicized? Check all that apply.

☐ Invitation Only ☐ Printed Material ☐ Television  
☐ Radio ☐ Other

Will your event be filmed? ☐ Yes ☐ No

Will there be live media coverage during your event? ☐ Yes ☐ No

*If you answered, "Yes" to filming or media questions, please contact:*

*Entertainment Industry Development Corp (EIDC) at 323/957-1000 for film permits, or for information only, go to the EIDC website. (<http://www.eidc.com>)*

**RENTAL COMPANY**

Will your event secure the services of a rental Company? ☐ Yes ☐ No

*If Yes, must report on Addendum A form.*

**AMPLIFIED SOUND**

**LIVE AMPLIFIED BANDS PROHIBITED**

Will your event have amplified sound? ☐ Yes ☐ No

If yes, check all that apply: ☐ Announcements ☐ Pre-Recorded Music ☐ D.J.

**Requirements for all events with music:**

- Background music only
- Speakers must face the water

**Note: No amplified music permits will be issued for Dockweiler State Beach, Marina "Mother's" Beach, or Venice Beach.**

**BIKE PATH**

Will your event utilize the bike path (triathlon, bike ride, etc.)? ☐ Yes ☐ No

**SITE PLAN**

Will your event have Bleachers, Stages, Platforms or Scaffolding? ☐ Yes ☐ No

If your event will have bleachers, scaffolding, platforms, or staging, you must provide a detailed, legible site plan to scale (1/8" to 1 foot). Please show specific locations of the following: tents, canopies, generators, tables and chairs, portable toilet facilities, scaffolding, bleachers, platforms, stages, dumpsters, exit openings and pathways and other event components not covered above.

Date Printed



County of Los Angeles  
Department of Beaches and Harbors  
Special Event Permit Addendum

**TENTS/CANOPIES**

Will your event have tents? ☐ Yes ☐ No ☐ Undecided  
If yes: Quantity \_\_\_\_\_ Size(s) \_\_\_\_\_

Will your event have Canopies? ☐ Yes ☐ No ☐ Undecided  
If yes: Quantity \_\_\_\_\_ Size(s) \_\_\_\_\_

**Note: All tents or Canopies 20X20 or larger will require a Building & Safety permit. All tents in excess of 200 sq ft or canopies in excess of 400 sq ft will also require a Fire Marshal permit.**

**FOOD**

Will your event secure the services of a caterer? ☐ Yes ☐ No  
If Yes, must report on Addendum A form.

Will food be cooked on site? ☐ Yes ☐ No

What cooking source do you propose use? ☐ Gas ☐ Briquettes ☐ Propane

**Note: Fires are prohibited on County owned and/or operated beaches by County Ordinance (17.12.370). If your event is at Dockweiler or Cabrillo, you may cook in the fire rings. All other beach events must cook in parking lot (if parking lot under County control). A fire extinguisher will be required.**

**ALCOHOL**

Will your caterer be serving alcohol? ☐ Yes ☐ No

**Note: Only catered events may request alcohol permits. No alcohol permits will be issued for Dockweiler State Beach, Manhattan Beach, Redondo Beach, Torrance Beach, or Venice Beach.**

If yes, will the alcohol be sold or given to the guests? ☐ Given ☐ Sold  
If sold, contact: ABC (Alcohol Beverage Control), phone: (310) 412-6311

**REFUND**

**MISCELLANEOUS**

**COMMENTS**

Date Printed

**County of Los Angeles  
Department of Beaches and Harbors  
Beach/Harbor Use Permit  
Addendum A – Gross Receipts Itemization**

A fee will be charged prorated on the Gross Receipts of all monies realized by the permittee in conjunction with the permitted occupancy, including sponsorship dollars, prize money, entry fees, product sales, in-kind donations, catering budget, rental equipment and any other related entity of budgeted and/or collected monetary value.

**Prepayment** of the estimated Gross Receipts Fee must be made prior to the event date, otherwise the event permit will not be issued.

**Final Payment** of any outstanding balance of the Gross Receipts Fee is due within 30 days of the last event day.

A **Late Payment Charge** of ten percent (10%) per annum will be added to any outstanding balance 30 days following the last event day. Additionally, future permit request(s) and refunds related to the occupancy granted will not be approved until the Gross Receipts Fee is paid in-full and the permit related report(s) are received.

Permittee shall make all permit related records, including receipts, available to the County for inspection and photocopying within seven (7) calendar days of a written request.

**LIST BELOW:** Sponsors, Caterers, Rental Companies and other related companies.

<u>Company Type</u>	<u>Company Name</u>	<u>Contact Name</u>	<u>Telephone Number</u>	<u>Amount</u>
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**Subtotal: \$** \_\_\_\_\_

Number of event participants: \_\_\_\_\_ X Entry Fee \$ \_\_\_\_\_ = \$ \_\_\_\_\_

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Number of event participants: \_\_\_\_\_ X Entry Fee \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Subtotal: \$** \_\_\_\_\_

**Estimated Gross Receipts Total: \$** \_\_\_\_\_

Payable to Los Angeles County  
Department of Beaches and Harbors: \$ \_\_\_\_\_

Date Printed



## **BEACH USE PERMIT ALCOHOL ADVISEMENT**

<b>ALL ALCOHOL PERMITS REQUIRE \$2,000,000 WORTH OF INSURANCE:</b>	
• <b>GENERAL LIABILITY</b>	<b>\$1,000,000</b>
• <b>HOST LIQUOR LIABILITY</b>	<b>\$1,000,000</b>



When approval has been obtained to serve alcohol on a public beach (catered events only) the permittee must provide the Department of Beaches and Harbors with one of the following (whichever applies):

### **ALCOHOL (SALES AT EVENT)**

- Proof of an ABC (Alcoholic Beverage Control) off-site liquor license
- Provide certificate in the amount of \$1,000,000 for Host Liquor Liability (in addition to the required \$1,000,000 General Liability Insurance), which names the County of Los Angeles and Parking Concepts, Inc. as additional insured.

### **ALCOHOL (NON-SALES)**

- Provide certificate in the amount of \$1,000,000 for Host Liquor Liability (in addition to the required \$1,000,000 General Liability Insurance), which names the County of Los Angeles and Parking Concepts, Inc. as additional insured.

### **THE FOLLOWING CONDITIONS MUST BE ADHERED TO:**

- Area where alcohol is being served must be roped off, and no one can leave that area with alcohol.
- Permittee must provide, at own expense, at least one uniformed security guard for every fifty people of drinking age. Must furnish contact name and number of security company.
- No bottles or cans.
- Alcohol must be served in containers 12 oz. or less.
- No BYOB.
- Alcohol must be served in containers that are white or have color (no clear containers).
- Alcohol must be served from a three-sided tent (open side facing water).
- Serving must cease one hour prior to event conclusion.
- No swimming or water activity by participants consuming alcohol.

Date Printed



**County of Los Angeles**  
**Department of Beaches and Harbors**  
**Sale and/or Consumption of Alcoholic Beverages**  
**Application Form and Permit Addendum B**

**Permit and Event Identification**

**EVENT DATE:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**Name and Title of Permittee:** \_\_\_\_\_

**Permittee Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **License Type:** \_\_\_\_\_ **License No.** \_\_\_\_\_

**Conditions of Permit Addendum**

1. The sale and/or consumption of the alcoholic beverages must be limited to the "Location" described above and must be limited to the participants in the event who may legally consume such beverages.
2. Participants will not engage in water activity such as swimming, boating, or the operation of motorized vehicles or equipment or other similar activities.
3. Permittee agrees to obtain the appropriate license from the California Alcoholic Beverage Control Board (ABC) and comply with all license and operating requirements of ABC, federal, state, and local laws (documentation of such compliance will be provided to the Department by permittee with the written acceptance of the permit). **FOR SALES ONLY**
4. The permittee will provide at the permittee's expense the following number and type of peace officers or uniformed security guards determined by the Director and local law enforcement to be necessary for security at the special event: One uniformed security guard for every fifty people of drinking age.

- Security Contact (Name): \_\_\_\_\_

- Security Contact (Phone): \_\_\_\_\_

**Permittee agrees to pay the County of Los Angeles 15% of Gross Receipts from the sale of alcoholic beverages. This fee is in addition to that specified in Addendum A of the Use Permit.**

**ACCEPTANCE**

I do hereby agree to the conditions of this Addendum B to the Beach/Harbor Use Permit.

\_\_\_\_\_  
Permittee/Organization Representative (Signature) Date

\_\_\_\_\_  
Stan Wisniewski, Director or Authorized Representative Date

Date Printed